

This module provides information on the Display HR Master Data Report available in BTS

Display HR Master Data - PA 20

The screenshot shows a web application interface for displaying HR Master Data. At the top, there is a navigation bar with tabs for Home, Financials/Budget, Human Resources, Access Request, Asset Management, HR Self-Service, Procurement / Contracts, Recruiting, Reports, Time Reporting, and Travel. Below this is a sub-navigation bar for 'Time Keeper' with an 'Upcoming Dates' tab selected. A detailed navigation sidebar on the left lists various HR-related options, with 'PA20 - Display HR Master Data' highlighted in a red box. The main content area displays a message about browser compatibility and a table titled 'Upcoming TimeEntry Cut-Off Dates'. The table has four columns: CUT-OFF DATES, PAYROLL AREA, PAY PERIOD, and PAY DATES. Below the table, there is a note about where to find a complete schedule.

The BTS website supports Internet Explorer 10 and 11 (IE 10 & IE11) in Compatibility View.

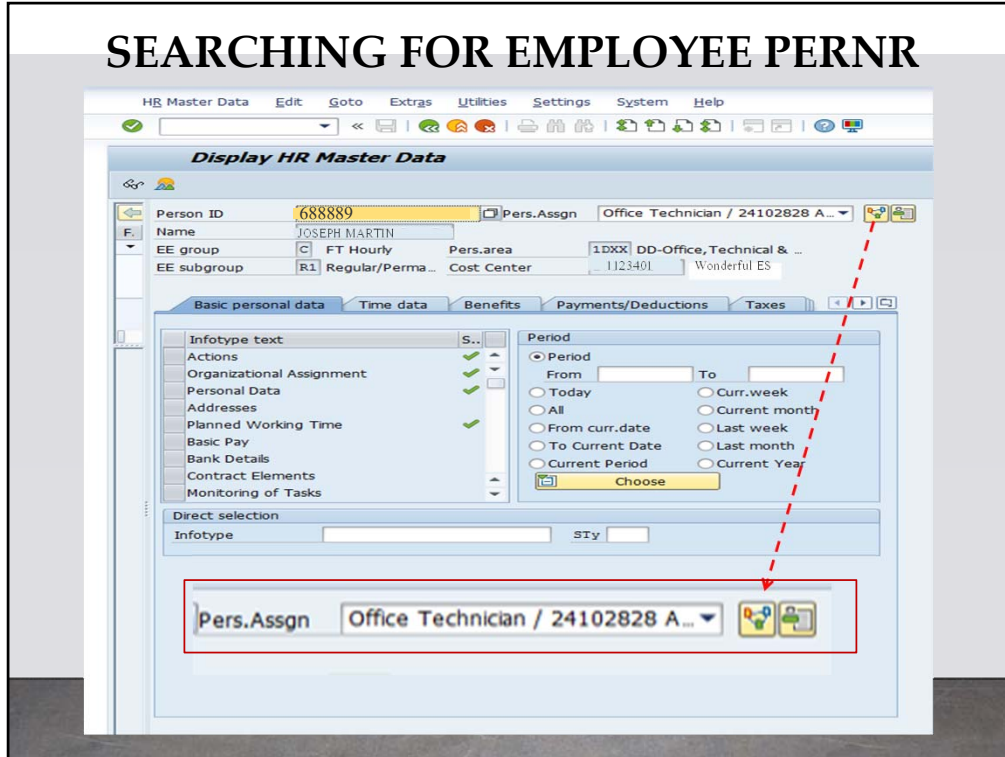
Upcoming TimeEntry Cut-Off Dates

CUT-OFF DATES	PAYROLL AREA	PAY PERIOD	PAY DATES
August 1, 2017	(SM) Semi-Monthly	July 16 - 31	August 8, 2017
August 16, 2017	(SM) Semi-Monthly	August 1 - 15	August 23, 2017
August 22, 2017	(CL) Classified	August 1 - 31	August 31, 2017
August 24, 2017	(CE) Certificated	August 1 - 31	September 5, 2017
August 30, 2017	(SM) Semi-Monthly	August 16 - 31	September 8, 2017

For a complete schedule, please click on Payroll Schedule on the left side navigation bar from the Time Reporting or Time Approver tabs.

From the Detailed Navigation, click on the PA20-Display HR Master Data.

SEARCHING FOR EMPLOYEE PERNR



The PA 20- Display HR Master Data report provides information on employee's assignments. When you click on the icon shown here, you will be directed to a window that displays more detailed information on the employee's assignment.

SEARCH FOR PERNR RECORD

Personnel assignment	PersNo.	Org. Unit	Start	Pay
Office Technician / 24102828 Acti	00784319	Wonderful ES/01123401	07/01/2017	SM
Office Technician / 24102828 Acti	01064545	Summer School Pool / 01014801	07/01/2017	SM

- A list of personnel assignments is displayed along with the record status (active, inactive, withdrawn, retiree, etc.). Time can only be reported on a record with a status of "Active"

- Move the horizontal scroll bar at the bottom of the dialog box to display additional information out of view

Timekeepers must note the correct PERNR number for the assignment they need to report time in CAT2.

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Payroll Resources

- MyLAUSD
- <https://oelausd.org>

Click on **Employee Resources**.

Select **Just-in-Time Training** from the drop down list and look for

Payroll.



For more resources, please refer to the most updated payroll manual and bulletins located in MyLAUSD. Don't forget to visit the Organizational Excellence webpage for more tools and resources. Go to oelausd.org. Click on the Employee Resources Tab, then click on Just-In-Time Training and scroll down to payroll.